

2012 0531 Minutes Wilton Water Commission

1 May 31, 2012 Meeting at Wilton Town Hall

2 Commissioners present: Chairman Robert Duquette, Jim Tuttle, Tom Schultz; also
3 present Sewer Commissioner John Jowders

4 Mr. Duquette called the Water Commission meeting to order at 8:05 PM

5
6 **Agenda**

7 **Clerk** – Tom Schultz asked if there was a clerk? No, proceedings are being recorded.

8 **Bills** – deferred

9 **Minutes** – deferred

10
11 **Iannacci's request for water hook up at 171 Abbot Hill Rd.** Virginia and Arthur
12 Iannacci introduced themselves. Mr. Duquette said he'd spoken with Ms. Iannacci last
13 year about problem with their broken water pump and broken plastic water line.

14
15 Re: access to 171 Abbot Hill Rd, suggestions had been made to come up from water
16 tower to an existing line above the water tower as one way; come up Abbot Hill Road to
17 property line and across his driveway; or go through Abbot Hill Acres to boost his
18 pressure. A pump is needed because of proximity to water tower, they'd have no
19 pressure. Iannacci's plastic water line leakage has been repaired twice this year in last
20 six months. Pretty soon, pipe will have more patches than pipe.

21
22 Mr. Tuttle stated that water department main interest in resolving problem is when it
23 (pipe) leaks, department is losing a lot of water and it's costly on all of us. He asked if
24 the Iannaccis had approached neighbors about their situations and whether they'd be
25 interested in (some mutual solution). Yes, Ms. Iannacci spoke with the next house up,
26 the Kings (at Charlie McGettigan's suggestion). This was last year; they may have lost
27 interest because they got a new pump and got by. Iannacci's understand that previous
28 owner of their house had chance to hook up but didn't want to pay the price because he
29 was selling.

2012 0531 Minutes Wilton Water Commission

31 Ms Iannacci says 161 Abbot Hill Rd is hooked up to tank. Mr. Tuttle said that property
32 was always on its own (line). They had a drilled well (maybe two) and always had
33 trouble in the summers. They switched back and forth between wells which may be
34 reason that the wells became contaminated. Mr. Tuttle thinks water department should
35 look into how that connection was made to see if it's possible to improve everyone's
36 services. He thinks there's a two inch pipe that ends at top of hill; having three houses
37 on a two-inch pipe shouldn't be a problem but that the three houses will have to pump
38 anyway and maintain backflow (devices).

39
40 Mr. Schultz asked what portion of cost the water department and homeowner s each
41 bear? Water department generally covers what's in street but to be sure, you need to
42 know what's there – is it a 2-inch line; what is second house pressure like? Mr.
43 Duquette thought the water department would need to go about 200 feet to service the
44 three lots. Ms. Iannacci had a map which showed location(s) of existing lines, pumps.
45 Booster pump and backflow expense is property owners' responsibility.

46
47 Mr. Schultz thought project would be an improvement to system. Mr. Duquette
48 reminded commission of significant expense to water department (in water loss). Mr.
49 Tuttle repeated need to find out what's in the ground; make sure there's enough
50 pressure for pump. Mr. Duquette will do some research and digging with Mike Bergeron
51 and ask Brian (Wilton Highway) to pop hole or use sounder to find any running water
52 underground. Mr. Tuttle said they may have used a 12-inch blow-off as a service for
53 two houses but this needs to be confirmed before moving forward. Mr. Iannacci says
54 house across from him has a sump and pump so pressure can be determined. Mr.
55 Duquette will try to locate the end of the main.

56
57 Iannaccis and Town need to coordinate efforts – in locating or placing a termination
58 point or a gate shut off in the street. The neighbors should call water department with
59 info they may have. Mr. Tuttle recalled that work for a pumping station at Kings was
60 about \$50K. All parties have 'homework' and will resume discussions at June meeting
61 (last Thursday of June).

2012 0531 Minutes Wilton Water Commission

62 Mark Prolman (Milford Business Center – Wilton Mills Owner/Developer) and Fieldstone
63 Associates (Chad Branon) – Mr. Prolman states purpose of this meeting is to let Wilton
64 Water Department know current status of the Wilton Mills project. It's on the Milford
65 ZBA agenda on June 7th. Water commission is invited to attend. If ZBA approves
66 anything, it will precipitate Chad Branon's designing project plans quickly and greater
67 involvement (participation) of WWW.

68
69 Mr. Duquette notes that Wilton Fire Chief Ray Dick had been invited to tonight's meeting
70 but had prior commitment. Mr. Prolman said that he'd met with Jason Sneddick, Fire
71 Captain in Milford about the project. Original project was a 'grand plan' for the existing
72 mill buildings and land across the street (on which new buildings would be added). Plan
73 was so overwhelming, they decided to concentrate on Phase I – the mill building itself
74 which will be converted to have fifty residential units (on upper levels) and the lower
75 level (where Earthworks is) will stay the same as commercial space. The new Phase II
76 and III are not yet defined. Mr. Prolman said that because each (of the 3 lots) has
77 unique circumstances, owners decided to treat each separately. Tonight only the mill
78 building that exists is on the table.

79
80 Mr. Tuttle noted that what has recently changed is that the mill building is back on the
81 Wilton Water system. Mr. Prolman was (made) aware that there had been some issue
82 with backflow devices – three of them had failed inspection. Paul Whittemore (for
83 Wilton), Jim Wetherbee (Plumber) and property maintenance man have been working to
84 resolve problems. Before (David Blackmer) put in a well for fire suppression, the entire
85 Mill Building had Wilton Water department (domestic) service. The domestic service
86 has been off-line for some time so no one wants to take chances. Water department is
87 concerned of backflow water getting into public system. All agreed that various usages
88 need to be sorted out as this is very confusing to all parties.

89
90 Mr. Tuttle asked how many commercial users are in building now (that are likely to
91 stay)? Prolman responded - the hair salon, dog-grooming business, Innovative
92 Security, Earthworks, the gift shop (home goods), boiler room (has nothing); everything

2012 0531 Minutes Wilton Water Commission

93 upstairs is vacant except for the church. Mr Prolman confirmed that there's 7-8 tenants,
94 not 5 or 6. Mr. Tuttle says water bill is based on number of occupants (tenants) so
95 having accurate information is important. (For Wilton Water Works purposes, the mill is
96 going from having water service for fire suppression only to having service that includes
97 number of occupants. Concise number is needed to determine correct bill (\$23 each
98 user/occupant) plus meter.

99
100 Mr. Prolman has a question about backflow testing, who does them? WWW has their
101 person do it. He added that the pipe between domestic and private well is going to be
102 cut so there's no way of that water back-flowing to system. Issues still outstanding are
103 repairs to backflow devices.

104
105 Mr. Prolman asked what he or his designer (Chad) would need to know (do) for Wilton
106 in order to go ahead next week if Milford approves? Mr. Tuttle said to repair the fire
107 alarm back flow (and retest). Also as the meter hasn't been used for so long, it should
108 be checked (get readings) every few weeks.

109
110 He asked how domestic meters / usage will be determined. This info can come from
111 meter readings. Said he wants to use as much existing equipment as possible and add
112 or replace as needed. People doing this project (Dakota Group) renovations are tax
113 credit financed; outcome is beautiful. This project can beautify the gateway to Milford.
114 Prolman says Chad will call WWW to get a work session going.

115
116 Mr. Schultz asked Mr. Prolman to clarify whether Milford ZBA approval is based on
117 Wilton expanding water service to Milford (to support residential development) or is it
118 based on existing services already in place at site? Prolman says it's just based on
119 residential use only. Assuming the residential use is approved with existing services,
120 it's logical next step to develop the other lots. Likely that water commission and
121 developers can share some costs, make concessions, etc. Everyone needs to get
122 through first step – Milford ZBA.

2012 0531 Minutes Wilton Water Commission

Mr. Schultz said he wants to see building occupied. Mr. Prolman added that he's here tonight to be open about communicating. Mr. Tuttle says the water department needs to assure itself that it can meet the demands of the developer and the community in a manner that is reasonable and fair to everyone.

Chad will work to meet all deadlines so they can move forward on this quickly. Mr. Prolman will resolve questions about water bills he now has with Mr Duquette and commission.

Clerk appointment applications received from Sue Egan, Susan Bradshaw and Joanna Eckstrom. Commissioners noted that all applicants had good qualifications but Ms. Eckstrom had done the job before. Misters Schultz and Jowders wanted to know why she stopped working for the water commission. Mr. Tuttle said there was a personality clash (with Charlie) that started with a difference of opinion among previous commissioners about money being paid and the scope of work she did for WWW – minutes and 'administrative assistance' (a term that upset Charlie).

Mr. Jowders asked what was being paid to the clerk? Mr. Tuttle said Sophia had been hired at \$20 an hour but that Charlie was in favor of upping rate to \$25. Position was posted without pay announced but to be consistent, consensus was that pay would same, \$25 per hour. Average meetings are 3 hours (for sewer and water) or \$75 per meeting.

All confirmed that what is needed is someone who can do good job with minutes. Mr. Jowders said what he's heard is that Ms Eckstrom did a good job in past; she lives in town and is familiar with all the boards – his vote is for her. Jim concurs, she's familiar with terminology, wetland protection, etc. and if something else was needed, you wouldn't have to train her. Mr. Schultz seconded Jowders' and Tuttle's comments. Mr. Duquette doesn't know her but agrees that she's right for job. Mr. Jowders moved, Mr. Schultz second that board hire Joanna Eckstrom as clerk. Unanimous approval. (Mr. Jowders left meeting after this vote.)

2012 0531 Minutes Wilton Water Commission

154 **Bills** Mr. Schultz said he had signed several bills that were missing his signature that he
155 found in folder. Other water bills were reviewed and signed as needed.

156
157 There was discussion about an estimate to put in transfer switch (\$6K); Mr. Schultz
158 suggested getting multiple quotes.

159
160 **Minutes April 27 (20 pages) and May 2.** Mr. Schultz moved, Mr. Tuttle seconded
161 approving May 2nd minutes (Mike Bergeron); unanimous.

162 Mr. Schultz moved, Mr. Tuttle seconded postponing review/approval of April 27th
163 minutes – unanimous.

164
165 **Mike's benefit schedule** – Mr. Duquette spoke with Peg Arn; town is reviewing their
166 holiday schedule. Town has 10 holidays, compared to 6 offered to Mike. Mr. Duquette
167 moved, second by both Mr. Tuttle and Mr. Schultz to bring Mike's benefit schedule in
168 line with that of town employees. Unanimous approval.

169
170 Mr. Tuttle asked about floating holidays. Mike basically works every day; would Mike be
171 paid for coming in on a holiday. Only time this would happen is if an emergency; Mike
172 has to go to pump station every day – so how is this to be handled? Carl was part-time
173 so no benefits. Mike's is unique job because he works 365 days a year. He needs to
174 get a back up if sick or otherwise can't come to work. If strapped, Milford could be
175 called in emergency if Carl can't be back up. Consensus that Wilton needs something
176 in writing that outlines these details.

177
178 **Quinn project update** (abbot hill road) project is finished and they are cleaning up.
179 Connection fees need to be discussed for next meeting.

180
181 **Certificate of Deposit from state funds** ... Per Peg and Pam at Town office, if we use
182 Peoples bank, transfer can be done over the phone right here – plan is for \$100K at 1%
183 for one year. In case of early withdrawal, we'd probably lose interest but this can be

2012 0531 Minutes Wilton Water Commission

confirmed. Plan is to take (transfer) \$40k from cash (checking) account and \$60K from municipal association account and put into a one year \$100K CD at 1.00%.

Mr. Tuttle what is balance in checking balance? Says we need to be sure what's there before we go moving money around. Mr. Duquette assured that money is there but will confirm checking balance.

Mr. Duquette moved, Mr Schultz seconded transferring a total of \$100K into a CD at Peoples Bank. Unanimous approval.

Question asked of what to do if commissions wanted to put Centrix systems into their billing programs. Mr. Duquette said we can't do anything because we can't get anyone to do anything with DOS. Current programs don't go back that far.

Question - when town will upgrade to windows apps? Not in foreseeable future. Mr. Schultz commented that we're handcuffed to old software ...

Consumer confidence report and Well Head Protection Notice ... report is annual and due out soon. For the Well Head Protection Notice, Dawn or Phil Tuomala will draw a new 4000 foot circle defining the area; everyone with property within circle will get this notice. Jane (Farrell) to provide names and addresses of property owners within the circle. Info is already there so there should be surveying or other charges. Needs to go out in July or August.

Backflow reporting – question about date ... is this 2011 or 2012? Info was submitted (by Paul Whittemore) but was lost. Info is now resubmitted.

Cancel PO Box 783 ... costs \$52 a year. Keys held by Jim and Sophia (turned in). Value of box was to separate water and sewer mail from Town mail. Post office will forward as needed. Mr. Schultz moved, Mr. Tuttle seconded cancelling the box. Unanimous approval. Mr. Tuttle will take care of this with Post Office.

2012 0531 Minutes Wilton Water Commission

215 **2nd quote for bills** – no need to discuss because of DOS being use at town office

216
217 **Set date for Rate Increase hearing** ... three or four different scenarios have been
218 suggested because water department usually breaks even or comes in a little under
219 budget (per Mr. Tuttle). There needs to be money in savings / reserve. Any rate
220 increases would be phased in. Mr. Schultz asked reason behind a rate increase if last
221 year there was a \$40K surplus that's being put into a CD instead of using it to reduce
222 current year rates or keep them level.

223
224 Mr. Duquette said the system is at its 20 year cycle. Pumps have broken and needed
225 repair or replacement so money needs to be on hand. Someday, there'll be need for
226 new tank. Mr. Schultz said something like a water tank should be paid via capital
227 reserve fund. He asked if water department has a 10 year plan? If you don't do
228 maintenance, you'll have problems. He asked which scenario will be used? Idea is to
229 give users options. Any hearing should be out far enough so that commission can
230 prepare for it. End of July is too soon; Mr. Tuttle thought about implementing (increase)
231 with January bill. Mr. Duquette didn't want hearing later than August. August 16, 2012
232 was agreed upon.

233 Other business – H T E proposal. Mr. Duquette planned to have it on June agenda but
234 Mr. Tuttle pointed out that decision was needed now to meet deadline. Task #4 has \$0
235 quoted; Phil Tuomala said Monadnock Survey would do at "not to exceed \$1000". HTE
236 has done work for department before and satisfied state's requirements. Mr. Tuttle
237 moved, Mr Schultz seconded to accept proposal No. P-9360 Rev 2 (with allowance for
238 task 4 not to exceed \$1000). Unanimous approval.

239
240 Mr. Schultz asked what is structure at lower Main. Mr Tuttle said it's sewer meter head.
241 Suggestion was made to paint over graffiti

242
243 There being no other business, the meeting was adjourned at 9:55 PM.

244 Transcribed – Joanna K. Eckstrom, June 3, 2012

245 Posted at Town Hall June 7, 2012